

Appendix B

Office of Library and Information Services CONSTRUCTION CHECKLIST

Project Information

This form was last updated on/ initials:	
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Building #:		
Facility/Branch:		
Name of Library:		
City/Town:		
Address:		
Contact person:		
Telephone #		
Type of construction:	(If both 2 nd and 3 rd columns apply, check both)	
New building	Addition	Renovation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total estimated cost:	\$	
Source of local funds (check any columns that apply):		
municipal appropriation	bond issue	other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date construction will begin/began:		
Date construction (will be)completed:		
Agreement # :		
State share:	\$	
Notes:		

Please note: The following is meant to serve as a guide. Due to particular library/community circumstances the steps listed below may not necessarily take place in the order listed.

***task to be completed by the Office of Library and Information services;
remaining tasks to be completed by the library**

Project Planning Checklist - Preliminary Phase	
Date completed	Task
	Determine need for building project
	Building project included in city/town COMPREHENSIVE PLAN
	Send letter of intent to Office of Library and Information Services, indicating: approximate cost of project estimated starting and completion dates
*	Consultant from the Office of Library and Information Services establishes a loose leaf notebook for the project, using the standard table of contents to file all materials relevant to the construction project, and begins the CONSTRUCTION CHECKLIST
*	Office of Library and Information Services assigns priorities, makes determination and informs library of projected level of state share, timetable and estimated schedule for reimbursement working within established priorities, guidelines and annual reimbursement caps

Planning Phase	
Date completed	Task
	Establish preliminary library building committee
*	Consultant from the Office of Library and Information Services meets with librarian, building committee/library board to present and review the packet of construction materials and information

	Obtain funding for library building consultant, preliminary architectural drawings
	Select and hire library building consultant
	Consultant, with director and library staff, writes library building program
	Review/revision of library building program
	Board acceptance of library building program
	Send copy of library building program to the Office of Library and Information Services
*	Consultant from the Office of Library and Information Services reviews the library building program, making a written response with any requests for additional information and/or changes
	Select and hire architect
	Library building program given to architect
	Select and acquire site, with input from architect; conduct test borings of proposed site

Local Approval Phase	
Date completed	Task
	Preliminary estimate of cost and/or review by architect/Consultant
	See city/town charter/ordinances regarding bond issues, and if needed, develop a referendum for passage, getting General Assembly legislation passed to give authority for the bond issue and to place the question on the local ballot (Note: see R.I. General Laws 45-12-3)
	Develop and implement program for approval of bond issue referendum
	Preliminary architectural drawings
	Bond issue publicity, campaign
	Bond issue passed

Design Phase	
Date completed	Task
	Select and hire architect for project (if not already hired above); library building program given to architect
	Select and acquire site, conduct test borings of proposed site (if not already completed above)
	Architect develops schematic design
	Review schematic design
	Architect develops cost estimates
	Review cost estimates
	Develop community acceptance of schematic design and proposed budget
	Budget acceptance and design acceptance
	Obtain city/town approval for project design
	Submit preliminary application to the Office of Library and Information Services, with necessary assurances, schematic design
*	Consultant from the Office of Library and Information Services reviews preliminary application, budget and design with the library, making a written response with any requests for additional information and/or changes
	Fund raising/grant proposals
	Architect begins design development
	Design development is reviewed with building committee/board, library building consultant and Office of Library and Information Services
	Library building consultant submits review of design development in writing; copy forwarded to Office of Library and Information Services
	Review design development with local/state building inspector, fire marshall, planning department, and other public officials, including local and state historic commissions
	Application, budget, and design updates filed with the Office of Library and Information Services as needed

Drawings and Documentation Phase	
Date completed	Task
	Architect develops working drawings and construction documents
	Submit construction documents and working drawings to the library building consultant
	Library building consultant submits comments, suggestions regarding construction documents and working drawings in writing; copy forwarded to Office of Library and Information Services
	Review/revise construction documents and working drawings
	Submit construction documents and working drawings to the Office of Library and Information Services
*	Consultant from the Office of Library and Information Services reviews construction documents and working drawings with OLIS staff as needed, especially in the areas of children's services, technology
*	Consultant from the Office of Library and Information Services submits comments, suggestions regarding construction documents and working drawings to librarian in writing
*	Consultant from the Office of Library and Information Services reviews construction documents and working drawings with librarian, architect
	Submit working drawings to local/state officials (planning, fire, historic commissions, etc.)
	Review/revise construction documents and working drawings if necessary
	Hire construction manager (if project will use this method, rather than a general contractor) or clerk-of-the-works/project manager

State Approval Phase	
Date completed	Task
	Send documentation to the Office of Library and Information Services that sufficient funds are available to cover the entire cost of the project (Application Section 12, Appendix U)
*	Consultant and/or accountant from the Office of Library and Information Services reviews reimbursement process with library/town financial officer(s) or lending agent
*	Office of Library and Information Services obtains clearance from the Director of the R.I. Dept. of Administration to sign construction agreement
*	Consultant from the Office of Library and Information Services prepares construction agreement for signature, registers the agreement number in the construction grants file, and forwards the agreement to the library
	Construction agreement signed by library
*	Construction agreement signed by Chief Information Officer
*	Consultant from the Office of Library and Information Services places one copy of the signed agreement in the construction grants file, (with a copy in the loose leaf notebook) and returns the second copy to the library for its files
*	Consultant from the Office of Library and Information Services reviews with architect the assurances, requirements and procedures for Equal Employment Opportunity, Minority Business Enterprises, and Drug-Free Workplace, including items to be covered at pre-bid conference(s)
	Architect and/or construction manager develops final plans and specifications
	Review final plans and specifications
	Submit final plans and specifications to the library construction consultant for review and comment
	Final plans and specifications submitted to the Office of Library and Information Services
*	Office of Library and Information Services reviews the final plans and specifications
*	If needed, consultant from the Office of Library and Information Services meets with the architect, librarian to review the final plans and specifications

Bid and Award Phase	
Date completed	Task
*	Office of Library and Information Services notifies the library in writing that the project is ready to go out to bid
	Office of Library and Information Services notifies Equal Employment Opportunity and Minority Business Enterprises program of the upcoming project
	Architect (or construction manager) establishes date(s) for pre-bid conference(s)
	Project goes to bid; library sends a copy of the published INVITATION TO BID to the Office of Library and Information Services
	Pre-bid conferences held
	Bids received and opened
	Submit tabulation summary of all bids received to OLIS
	If needed, construction application revised, with request to the Office of Library and Information Services for a revision of the construction agreement to increase the project total and the state share
*	If needed and approved by Director of Department of Administration, Office of Library and Information Services updates the construction agreement with the library
*	Office of Library and Information Services includes the estimated first year reimbursement amount in its proposed budget for the following fiscal year and notifies the library
	Tentative award of bid subject to the STATE OF RHODE ISLAND EQUAL OPPORTUNITY COMPLIANCE CERTIFICATE AND AGREEMENT, MINORITY BUSINESS ENTERPRISES UTILIZATION PLAN and the DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE
	General contractor or construction manager submits the DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE to the Office of Library and Information Services

*	Office of Library and Information Services notifies the library that it has received notification regarding approval from EEO and Minority Business Enterprises and has received a copy of the signed DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE , and gives its approval to begin construction
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Construction Phase	
Date completed	Task
*	Ground-breaking ceremony
	Pre-construction conference
	Construction begins
	Send schedule of job-site meetings with owner's representative(s), architect, and contractor to the Office of Library and Information Services
	Specifications finalized for furnishings; furnishings ordered using a competitive bid process
*	Consultant from the Office of Library and Information Services makes first visit to construction site in conjunction with job-site meeting, completes visit checklist
*	Consultant from the Office of Library and Information Services makes second visit to construction site in conjunction with job-site meeting, completes visit checklist
*	Consultant from the Office of Library and Information Services makes additional visits to the construction site as needed in conjunction with job-site meetings, completes visit checklist
*	Office of Library and Information Services staff document ongoing progress of project with slides/photographs
	Inspections by local code-enforcement officials
	Architect issues CERTIFICATE OF SUBSTANTIAL COMPLETION
	Punch list of remaining items developed
	Library notifies Office of Library and Information Services that project is completed, submitting a copy of the CERTIFICATE OF SUBSTANTIAL COMPLETION
	Library contacts State of Rhode Island Department of Administration Central Business Office to arrange audit of project (Audit must be scheduled no later than May and be completed in mid-June to receive reimbursement payments in the next Fiscal Year)

*	Consultant from the Office of Library and Information Services makes inspection to confirm completion
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Completion and Reimbursement Phase	
Date completed	Task
*	Rhode Island Department of Administration accountant completes audit, determines state share and reimbursement schedule working with library/town financial officer(s)
*	Office of Library and Information Services consultant sends reimbursement schedule to library, noting that reimbursement begins in the following state fiscal year
*	Reimbursement begins, in the following state fiscal year
	Library dedicates new building and holds an open house
*	Consultant from the Office of Library and Information Services submits project information to LIBRARY HOTLINE
*	In August following project completion, consultant from the Office of Library and Information Services forwards survey for the LIBRARY JOURNAL architectural issue to the library
	Library submits survey to LIBRARY JOURNAL architectural issue in early September, sending a copy to the Office of Library and Information Services
	Office of Library and Information Services consultant updates the library's construction project summary on the OLIS Website
*	If the project is appropriate for consideration for the AIA/ALA-LAMA Library Buildings Award Program (American Institute of Architects/American Library Association - Library Administration and Management Association), consultant from the Office of Library and Information Services suggests this to the librarian and architect. (Note: program is held biennially in odd-numbered years, with applications accepted in the fall of even-numbered years; application forms are available from the Executive Director, LAMA, ALA Headquarters)
*	Consultant from Office of Library and Information Services revises construction loose leaf for project, discarding extra copies, superseded notes, etc., and moving it to a binder

Other Checklist Items Added

Please specify:
